



2014 City of Temple Christmas Parade Rules

GENERAL PARADE REGULATIONS: The following items must be submitted for your application to be considered for participation.

1. Completed online application form
2. Paid entry fee
3. Hold Harmless Agreement (signed by one member of your unit)

ACCEPTANCE: No individual or unit will be allowed to take part in the parade without prior approval of the Parade Committee. Your acceptance into the parade is based upon your application. **The committee reserves the right to dismiss your unit from the parade route if it differs greatly from the original description in the application**

No live Santa Claus or Mrs. Claus will be allowed on any float except the Parks and Leisure Services float. Any group violating this rule will be removed immediately. **NO EXCEPTIONS.**

Should any entry allow a space of greater than **ONE HUNDRED** feet between itself and the preceding entry to occur anytime during the Parade, said entry shall immediately be removed from the parade.

Absolutely no candy or other enticements will be thrown/handed from any entry. Anyone violating this rule will be removed immediately! Children can be seriously injured by running in front of oncoming entries while trying to retrieve candy/handouts.

Entries must comply with city, county and state ordinances and are subject to inspection by city, county or state officials.

LINE UP ORDER: Line up order is determined by the parade committee to establish variety and to insure even flow of the parade. **Adequate description of your group/float is important on the application.** The representative attending the line-up meeting must remain with the entry at all times.

MANDATORY PRE-PARADE MEETING-Monday, November 17 @ 5:30 p.m.

Frank W. Mayborn Civic and Convention Center, 3303 North 3rd Street

- **One representative and all drivers must attend the Line-Up Meeting. Any participant unable to send a representative to this meeting will not be allowed to participate in this year's parade.** Space assignments, parade route, judging information and other information will be distributed at this meeting. This is the only opportunity that the participants will have to ask questions and our only chance to stress the importance of having a safe parade. We need all participants to realize how important their understanding of all details is to the success of the parade.

ASSEMBLY TIME: Floats, vehicles & equestrian entries must be in place by 5:00 p.m., Monday, December 1st, 2014. **NO EXCEPTIONS. ANYONE VIOLATING THIS RULE WILL NOT BE ALLOWED TO PARTICIPATE.** This rule is for safety — as the parade time approaches, youngsters who march in the parade will be arriving, and we don't want to risk their safety by having large entries still driving around.

MOVEMENT OF PARADE: All units must keep moving forward and not stop on the parade route at any time. Intentionally delay or stopping will not be allowed and could be cause for non-acceptance in future parades. Please keep up the pace and keep moving.

DECORATIONS: No vehicles will be permitted to participate in the Parade that are not decorated in accordance with the **float and vehicles rules section**, with the following exceptions: The Parade Committee reserves the right to permit vehicles transporting dignitaries designated by the Parade Committee or to permit vehicles, that uniquely contribute to the parade theme as determined solely by the Parade Committee.

MUSIC: All remote broadcasting facilities shall broadcast only Christmas music at reasonable levels.

DISPLAY OF NAME & NUMBER: Signage should be limited to a traditional Christmas greeting, the identifying sponsoring organization and or the theme of the float. All other signs are prohibited unless previously authorized by the parade committee. The parade number must be visible to insure the announcers can identify your float and announce your information.

COMMENTARY: Write a 150 words or less statement about your entry that could be read by an announcer as your unit passes the reviewing stand. Include your sponsors, names for recognition, and description of your entry. This will also provide information to the media for parade winners. You need to enter this description in this form or your entry will not be recognized. Information received after **November 14th, 2014** may not be included in the parade script.

ALCOHOLIC BEVERAGES: The use of alcoholic beverages or illegal substances is strictly prohibited before and during the parade. Violators will be prosecuted.

FLOATS AND VEHICLES: Floats and vehicles must display Christmas lights with a minimum of 300 lights.

Drivers of units MUST carry a valid Driver's License and proof of automobile insurance. Drivers are prohibited from using cell phones during the parade.

Vehicle headlights must be off or covered.

No entry shall exceed **THIRTEEN FEET** in height or **FORTY FEET** in length, without written permission from the Parade Committee. This length *includes* the vehicle used to pull the entry. ***If your entry needs additional space, an additional entry fee will be required.***

Each participating organization shall procure its own trailer and pulling vehicle. All trailers and pulling vehicles should be in top mechanical condition for maximum dependability. Any vehicle demonstrating mechanical or structural deficiencies that threaten to impede the parade will be removed immediately from the parade.

The float must have a safety chain attached to the towing vehicle in addition to the hitch.

Fireproof or fire-resistant materials should be used whenever possible. A fire extinguisher, Type ABC, is recommended to be carried by each vehicle. No live flames, open or enclosed, will be allowed.

All floats should have skirts around the lower part of the structure. Floats and/or miscellaneous vehicles must be completely decorated including sides and ends. Vehicles towing floats would be enhanced in appearance if decorated, but it is not required.

Each entry with *open air riders* must be escorted down the entire parade route by a minimum of four walkers, one at each corner of the float. All walkers must remain within five feet of the float at all times. These walkers may not hand out anything (candy, coupons, etc.) to the crowd or lead animals as they walk. Your presence is needed for safety and not for interaction with those viewing the parade.

MARCHING/WALKING AND PERFORMANCE GROUPS: Must be able to travel the entire parade route from 8th to 23rd along Adams Ave.

Performances by bands or dance groups must be accomplished while maintaining the constant movement with the flow of the parade and be performed on the move. Please do not stop and perform along the parade route or in front of the judge's stand.

The name of the group or organization must be displayed on an identification banner. The letters shall be a minimum of eight inches in height and easily seen. The banner shall precede the entry.

No dangerous acrobatic stunts, including but not limited to, gymnastic and cheerleading acrobatics, are

allowed. This will not be permitted and any such attempts will be cause for removal from the parade.

Participants under the age of seven (7) years old or who are not in the first grade or above may ride a float or vehicle, but may not march or walk in the parade.

SMALL ANIMAL (DOGS, OTHER PETS):

Dogs and other pets may *ride* on a parade float, but every animal must be on a leash. These animals must remain on the float for the duration of the parade.

Any animals walking in the parade and not riding on a float must have a muzzle or another safety precaution as approved by the Parade Committee. Each animal must have a designated handler. These handlers MAY NOT serve as the walkers required for entries with open air riders.

LARGE ANIMAL (HORSES, OTHER LIVESTOCK): You must specify your intention to have animals on your application.

No entry shall contain any live animals unless the following criteria are met and all documentation is filed with the committee at or prior to the **November 17TH** Line-Up Meeting. Failure to abide with these requirements will prohibit your participation in the parade.

The entry shall provide City of Temple with proof of insurance coverage written by a company rated by a national rating service not less than AA, naming Parks and Leisure Services as co-insured, in an amount not less than \$1,000,000 in the aggregate. This must be turned in with the application.

Animal discharge or waste must be removed whether in the line-up area or on the parade route. The contact person will be held strictly liable for failure to fulfill your obligation. *(The contact person is responsible for designating a scooper for your parade entry.)*

Mounted entries must unload your animals adjacent to the line-up area and have a driver spot your trailer at the end of the parade route. You will not be permitted on the parade route prior to the parade. *(Let's keep things clean for the kids that are marching.)*

Entrant is subject to disqualification the day of the parade if requirements are not met.

For more information, please contact

Holly Leiferman

Special Events Coordinator

Temple Parks & Leisure Services

(O) 254.298.5440

hleiferman@templetx.gov

templeparks.com